

SEARCHING FOR INSPECTION CERTIFICATES in the SZAG Archive (SZFG, PTG, ILG)

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1 First Steps

The application shall give you direct access to the Inspection Certificates via internet. In the following It is exemplarily described on the basis of the Microsoft Internet Explorer (V 5.5).

1.1 Requirements

1.1.1 Browser Support

This application is supported by the following browsers:

- Microsoft Internet Explorer (>= 4.0)
- Netscape Navigator (>= 4.7)
- More browsers (e.g. Opera) are able to present the application, but they are not completely verified (cp. Browssereinstellungen).

1.1.2 Required Browser Settings

- Frames are supported.
- SSL (Secure Socket Layer) is supported.
- Cookies must be accepted.

Please, adjust your browser so that Cookies are accepted and then click the menu item "Login / Search".

Activate the Cookies Control:

- Netscape:
Edit - Preferences - Advanced - Accept all cookies.
- MS Internet Explorer < 6:
Tools - Internet Options - Security - Custom Level - Cookies - Allow per-session cookies.
- MS Internet Explorer 6:
Tools - Internet Options - Privacy - Advanced - Override automatic cookie handling - FIRST PARTY COOKIES - Access / THIRD PARTY COOKIES - Access - Always allow session cookies.

1.1.3 Display Components

The certificates are stored as PDF-files in the SZAG Archive. The required display component is:

- Adobe Acrobat Reader (>= 4.0)
- Adobe Acrobat (>= 4.0)

Normally the documents can be immediately displayed with the "plugin" - technology in your browser or explicitly with Adobe Acrobat Reader. The conversion takes place with Adobe Acrobat Reader:

- Adobe Acrobat (V 4.0.5)
File - Settings - General - Web Browser Integration

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Tip: In some browser versions there are errors, which are caused by the integrated technology (plugin). Please, install the actual browser version if necessary. If there are any problems, you should switch off the browser integration.

1.2 Starting the Application

- Starting the browser (Internet Explorer)
 - (NT) Taskbar – Start – Programs – Internet Explorer
 - (XP) Taskbar – Start – All Programs – Internet Explorer OR Taskbar – Internet Explorer
- Choose then in the menu „favorites“ the item „Zeugnisarchiv Szs“. If you do not find this item, you should enter the following address:

<http://zarchiv.salzgitter-ag.de/>

Tip: Alternatively you can copy the item „Zeugnisarchiv Szs“ from the menu favorites directly onto your desktop and start the application with it.



Here you are on the **welcome page** of the retrieval application for Salzgitter AG Certificates, where you first choose your language.

The following pages are transferred by SSL technology (protocol https).

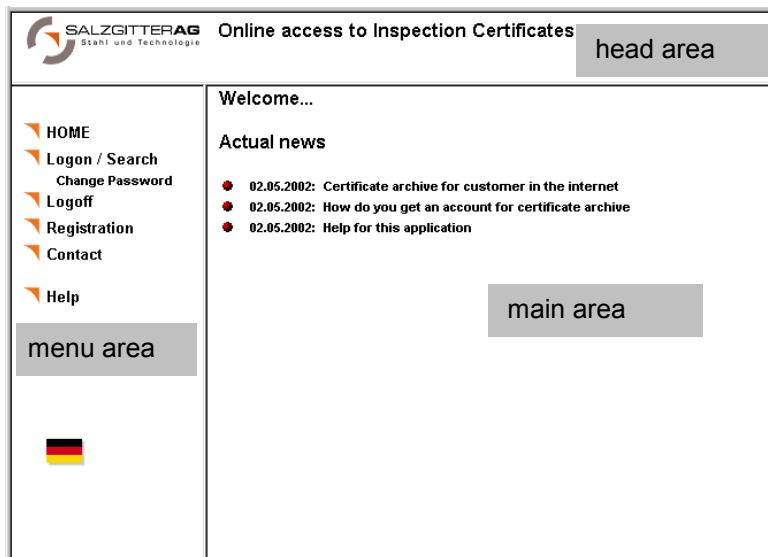
Please choose your language.

Please, confirm the access to the "secure" pages (SSL).

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1.3 Menus and Screen Layout

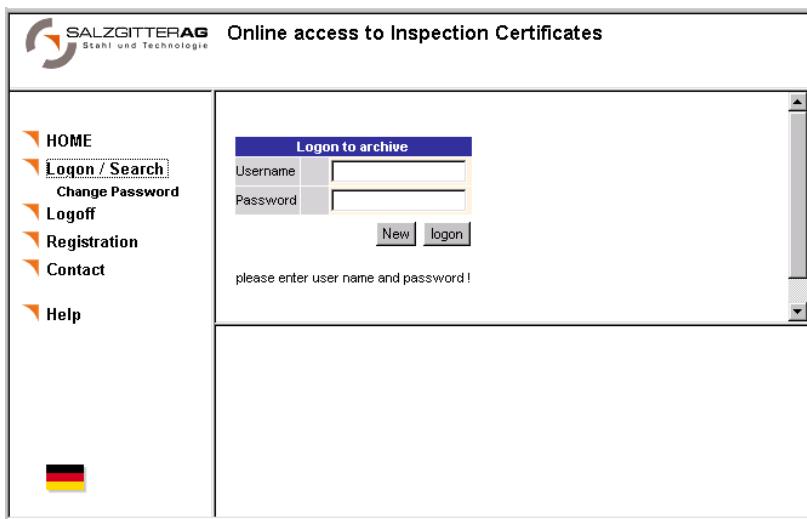
The screen is divided into three areas.



In the main area general informations are displayed after having started the application. For the retrieval the main area is subdivided into the searching area and the result area.

The menu area acts for controlling the application.

1.4 Login



Please click "Login / Search". Then you see the input mask for username and password

<New> deletes all entries.

<Login>
executes the login.

After successful login the search dialog is displayed.

Tip:

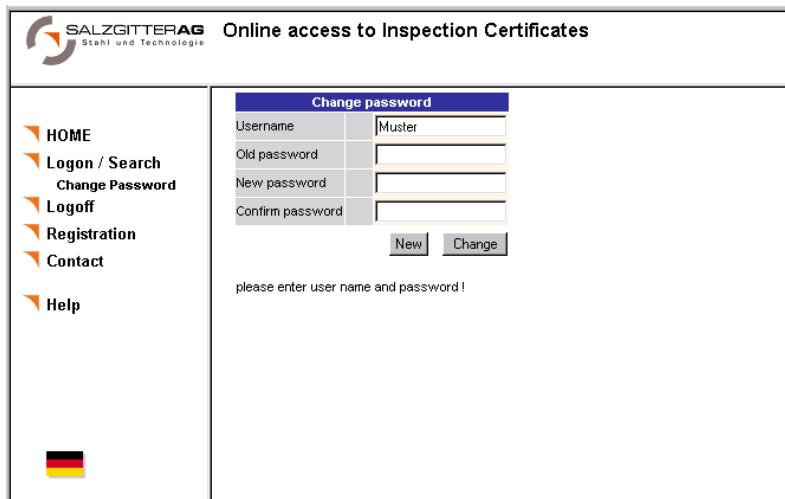
- Please, notice upper and lower case when logging in to the Certificate Archive.
- **After 20 minutes inactivity you are automatically logged off.** Afterwards you are requested to log in again.
- Only after the first login you are requested to change the password (cp. chapter 1.6). You can skip this dialog by executing „Login / Search“ again.
- The password can only be changed if you are successfully logged in.

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1.5 Logoff

Please log off the archive at all times for security reasons. The logoff stops the session and the connection to the archive immediately. If you only close the browser, the session is not stopped at once.

1.6 Change the Password



The screenshot shows a web page titled "Online access to Inspection Certificates". On the left is a navigation menu with links: HOME, Logon / Search, Change Password, Logoff, Registration, Contact, and Help. Below the menu is a small German flag icon. The main content area has a title "Change password" and contains four input fields: "Username" (with "Muster" entered), "Old password", "New password", and "Confirm password". Below these fields are two buttons: "New" and "Change". A note at the bottom says "please enter user name and password!".

The supposition for changing the password is a valid login to the Certificate Archive.

Please enter

1. the original password,
2. then the new password and
3. repeat the new password,
4. confirm with <Change>

Afterwards the system's confirmation appears on the screen.

1.7 Registration

The application requires a valid user for accessing the Inspection Certificates of the companies Salzgitter Flachstahl GmbH, Peiner Träger GmbH and Ilsenburger Grobblech GmbH. If you have any questions please contact your contact person (cp. chapter „Contacts“). You find electronic help for registration with the menu item „Help“.

1.8 Contacts

Here you find the contact persons for the product-specific and plant-specific inspections.

1.9 Help

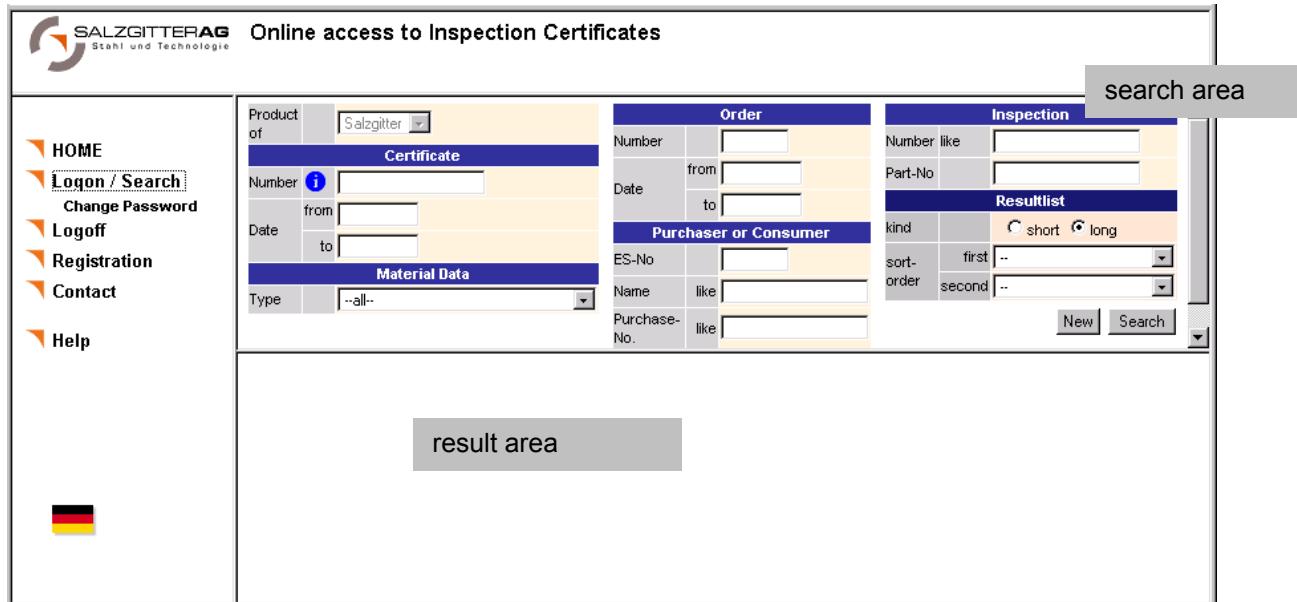
Help provides:

- this guide
- informations about registration and
- tip for downloading Adobe Acrobat

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2 Retrieval of Certificates

2.1 Kinds of Retrieval



The screenshot shows the 'Online access to Inspection Certificates' interface. On the left, there's a sidebar with links for HOME, Logon / Search (with sub-links for Change Password, Logoff, Registration, Contact, Help), and a German flag. The main area has four search sections: 'Product of' (Salzgitter), 'Certificate' (Number, Date, Type), 'Order' (Number, Date), and 'Inspection' (Number like, Part-No.). Below these is a 'Purchaser or Consumer' section (ES-No., Name, Purchase-No.) and a 'Resultlist' section (kind: short or long, sort-order: first or second). At the bottom right are 'New' and 'Search' buttons. A large 'result area' is at the bottom.

Tip:

- Independent from the retrieval 200 hits are displayed.

After successful login **Search parameters** can be entered:

Field	Type of entry	Remarks / Examples
Product of	Selective list	Products by place of producer: Salzgitter, Peine, Ilsenburg
<i>Certificate</i>		
Number	numeric (OR, array)	You can enter several certificate numbers – separated by blanks (corresponds OR relation). Alternatively you can enter an array (first value - second value)
Date	from ... to	If you only specify the „from“, then data are retrieved since this value
<i>Material Date</i>		
Type	Selective list	Selection by material type
<i>Order</i>		
Number	numeric	Unique specification is required
Date	array	If you only specify the „from“, then data are retrieved since this value
<i>Purchaser or Consumer</i>		
ES-No.	numeric	Searching for Besteller-ESNr <u>OR</u> Verbraucher-ESNr
Name	contains / like	The search item is contained in the Purchaser- <u>OR</u> Consumer Name, e. g. Meier results Meierhoff, Zottmeier,... You need not use wild cards (e.g. " * ").
Purchase-No.	numeric	Searching for the purchase-no of the consumer
<i>Inspection</i>		
Number	contains / like	The search item is contained in the Inspection Number
Part-No	numerisch	Unique specification is required

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2.2 Sorting / Layout of the Result List

In the last section of the particular search form you find a two stage sorting.

sort order	
Resultlist	
kind	<input type="radio"/> short <input checked="" type="radio"/> long
sort-order	first: Purchase No Puchaser second: Order Date
<input type="button" value="New"/> <input type="button" value="Search"/>	

Moreover you can specify the presentation of the result list (short / long).

2.3 Execute a Retrieval / Reset the Retrieval

- The button <Search> starts the retrieval.
- The button <New> deletes the specified search items.

2.4 Error Display

Invalid values in the search fields generate errors in the area of the result list.

Beispiel:

Product of <input type="button" value="Salzgitter"/> Certificate Number: <input type="text" value="123abc"/> Date: from <input type="text" value="aa.bb.cccc"/> to <input type="text"/> Material Data Type: <input type="text" value="--all--"/>	Order Number: <input type="text" value="yxz"/> Date: from <input type="text"/> to <input type="text" value="aa.bb.cccc"/> Purchaser or Consumer ES-No: <input type="text"/> Name: like <input type="text"/> Purchase-No.: like <input type="text"/>	Inspection Number like <input type="text"/> Part-No: <input type="text"/> Resultlist kind: <input type="radio"/> short <input checked="" type="radio"/> long sort-order: first: Purchase No Puchaser second: Order Date <input type="button" value="New"/> <input type="button" value="Search"/>
--	--	---

ERROR: Invalid input '123abc' in 'Certificate Number'
ERROR: Invalid input 'aa.bb.cccc' in 'Certificate Date(from)'
ERROR: Invalid input 'yxz' in 'Order Number'
ERROR: Invalid input 'aa.bb.cccc' in 'Order Date(to)'

3 Presentation and further Handling of the results

3.1 Result List

In the result list the search results are presented. The structure and the order of the certificate documents can be specified in the search form (cp. chapter 2.2).

Product of <input type="text" value="Salzgitter"/>	Order Number: <input type="text"/> Date: from <input type="text"/> to <input type="text"/>	Inspection Number like <input type="text"/> Part-No. <input type="text"/>																																															
Certificate Number: <input type="text"/> i Date: from <input type="text"/> to <input type="text"/>																																																	
Purchaser or Consumer ES-No. <input type="text"/> Name like <input type="text"/> Purchase-No. like <input type="text"/>																																																	
Resultlist kind: <input type="radio"/> short <input checked="" type="radio"/> long sort-order: first <input type="button" value="..."/> second <input type="button" value="..."/>																																																	
<input type="button" value="New"/> <input type="button" value="Search"/>																																																	
<input type="button" value=" <"/> <input type="button" value="> "/>																																																	
More than 200 document(s) (Max: 200)																																																	
page 1 of 4																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Certificate</th> <th colspan="2">Order</th> <th colspan="3">Consumer</th> <th colspan="3">Purchaser</th> </tr> <tr> <th>#</th> <th>Number</th> <th>Part-No.</th> <th>Date</th> <th>Time</th> <th>Number</th> <th>Date</th> <th>ES-No.</th> <th>Name</th> <th>Purchase-No.</th> <th>ES-No.</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> 197676</td> <td></td> <td>30.10.1998</td> <td>00:00:00</td> <td>764930</td> <td>15.09.98</td> <td>718466</td> <td>Salzgitter Stahlhandel GmbH</td> <td></td> <td>718466</td> <td>Salzgitter Stahlhandel</td> </tr> <tr> <td>2</td> <td> 197862</td> <td></td> <td>02.11.1998</td> <td>00:00:00</td> <td>764930</td> <td>15.09.98</td> <td>718466</td> <td>Salzgitter Stahlhandel GmbH</td> <td></td> <td>718466</td> <td>Salzgitter Stahlhandel</td> </tr> </tbody> </table>			Certificate			Order		Consumer			Purchaser			#	Number	Part-No.	Date	Time	Number	Date	ES-No.	Name	Purchase-No.	ES-No.	Name	1	197676		30.10.1998	00:00:00	764930	15.09.98	718466	Salzgitter Stahlhandel GmbH		718466	Salzgitter Stahlhandel	2	197862		02.11.1998	00:00:00	764930	15.09.98	718466	Salzgitter Stahlhandel GmbH		718466	Salzgitter Stahlhandel
Certificate			Order		Consumer			Purchaser																																									
#	Number	Part-No.	Date	Time	Number	Date	ES-No.	Name	Purchase-No.	ES-No.	Name																																						
1	197676		30.10.1998	00:00:00	764930	15.09.98	718466	Salzgitter Stahlhandel GmbH		718466	Salzgitter Stahlhandel																																						
2	197862		02.11.1998	00:00:00	764930	15.09.98	718466	Salzgitter Stahlhandel GmbH		718466	Salzgitter Stahlhandel																																						

Tip:

- **Maximum 200 hits** are to be seen in the **result list**, even if there are more hits. This restriction guarantees a good performance for the retrieval at all times.
 - **Every page** of the result contains **maximum 50 hits**.
-

3.2 Navigation in the Result List

The buttons for navigation solely allow the navigation in the result list.

<input type="button" value=" <"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value=" >"/>	More than 200 document(s) (Max: 200)	page 2 of 4 actual page
first page previous page next page last page		max. pages

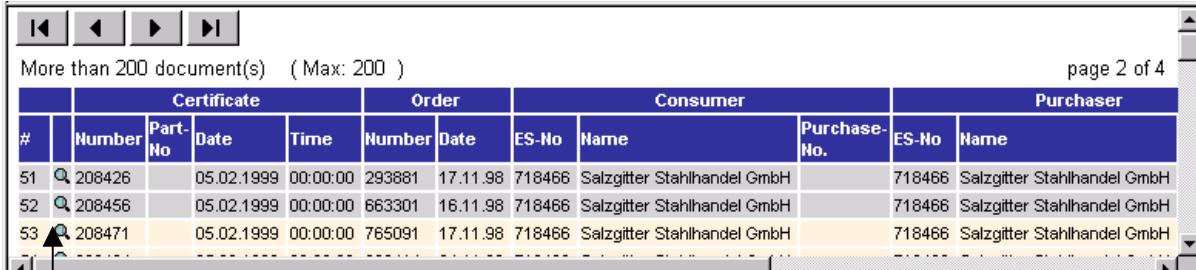
Tip:

- The navigation bar is only displayed if number of documents > 50.
-

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3.3 Displaying the Documents

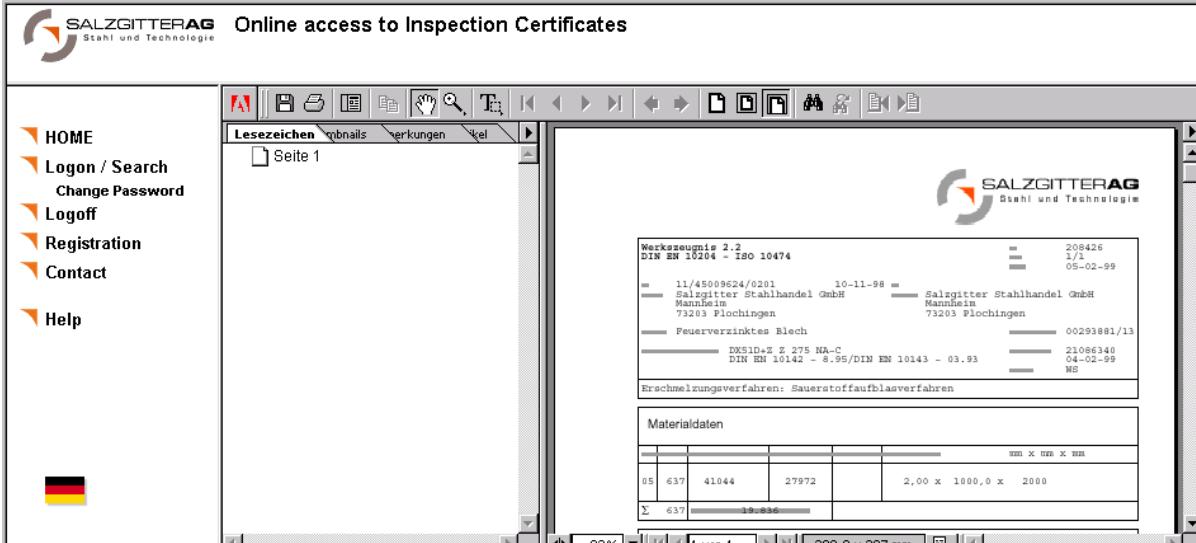
For viewing a document click the magnifier.



Certificate				Order		Consumer		Purchaser			
#	Number	Part-No	Date	Time	Number	Date	ES-No	Name	Purchase-No.	ES-No	Name
51	208426		05.02.1999	00:00:00	293881	17.11.98	718466	Salzgitter Stahlhandel GmbH		718466	Salzgitter Stahlhandel GmbH
52	208456		05.02.1999	00:00:00	663301	16.11.98	718466	Salzgitter Stahlhandel GmbH		718466	Salzgitter Stahlhandel GmbH
53	208471		05.02.1999	00:00:00	765091	17.11.98	718466	Salzgitter Stahlhandel GmbH		718466	Salzgitter Stahlhandel GmbH

[view document](#)

The document is then presented by Adobe Acrobat Reader.



The screenshot shows the Adobe Acrobat Reader interface with a document titled "Seite 1". The document contains the following information:

Werkzeugnis 2.2
DIN EN 10204 - ISO 10474

11/45009624/0201 10-11-98
Salzgitter Stahlhandel GmbH
Mannheim
73203 Flochingen

Feuerverzinktes Blech

DX51D+Z Z 275 NA-C
DIN EN 10142 - 8.95/DIN EN 10143 - 03.93

Erschmelzungsverfahren: Sauerstoffaufblasverfahren

Materialdaten

05	637	41044	27972	2,00 x 1000,0 x 2000
Σ		637	19.836	mm x mm x mm

208426 1/1
05-02-99
Salzgitter Stahlhandel GmbH
Mannheim
73203 Flochingen
00293881/13
21086340
04-02-99
WS

You get **back** to the result list with the common navigation button browser.



in your

Tip:

- The software Adobe Acrobat Reader is assumed.
- The document can be presented as a plugin within the browser-window or explicitly in a separate window (the Acrobat Reader window is opened).

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3.3.1 Adobe Acrobat Reader Toolbar



- The Reader symbols go without saying (Quickinfo)
- In addition you can start the Reader manual by the Reader help menu (how to start the Reader – v. "Adobe Acrobat Reader Settings")

Example: Generating a „Local Copy“

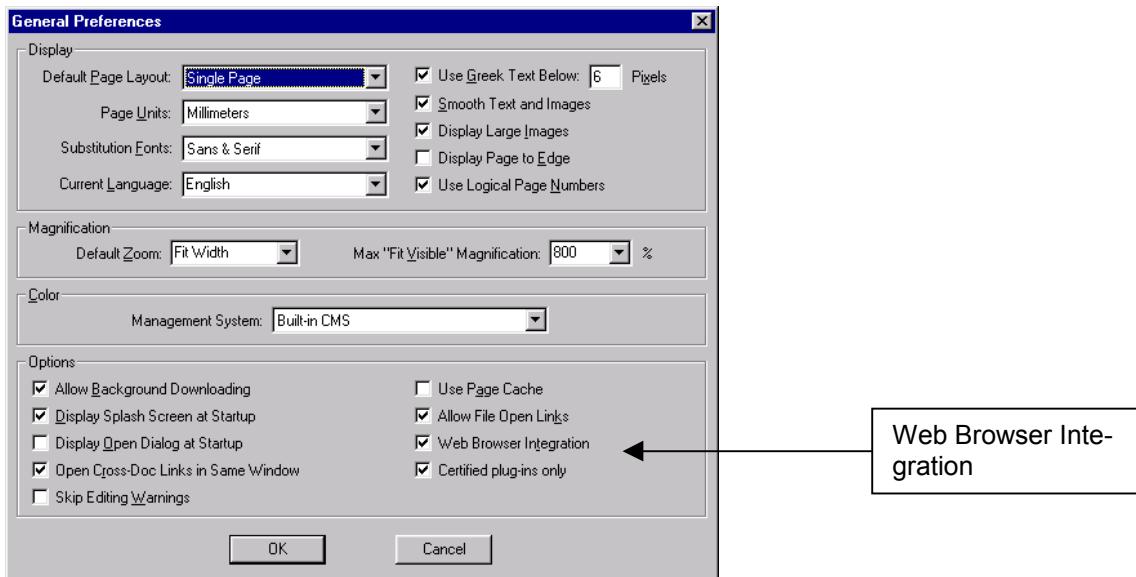
- Click the diskette button and the dialog „Save file as“ is started.

Alternative:

- Click the magnifier in the hit list with the right mouse button:
Target save as

3.3.2 Adobe Acrobat Reader Setting

- Start the Adobe Reader
 - Start – Programs – Adobe Acrobat 4.0 – Acrobat Reader 4.0
File – Settings - General
- The Web-Browser-Integration is a default setting of the Reader.



3.4 Kindly note

After having finished a retrieval you should always log off the Certificate Archive, to keep unauthorized persons - who have access to your computer- from gaining insight to the Inspection Certificates.

Tip: The number of your concurrent logins is limited. If you close the browser window you are not logged off the Certificate Archive but only after another 20 minutes.
Please, log off at all times the Certificate Archive by the menu.

4 Appendix

4.1 Cookies

This application needs cookies, so cookies have to be accepted. There are no informations deposited permanently on your computer, e.g. to control the user's performance. During a session the so called session-ID is saved in a cookie. Every retrieval of the Certificate Archive is identified by this not manipulable key. So the cookie supports the security never to send answers to the „wrong customer“.

If there is no retrieval within a certain period of time (normally 20 minutes), the cookie expires automatically and you have to log on again to the system.

Please, edit your browser that cookies are accepted and click then the menu item „Login/Search“.

Accept cookies:

- Netscape:
Edit - Preferences - Advanced - Accept all cookies.
- MS Internet Explorer < 6:
Tools - Internet Options - Security - Custom Level - Cookies - Allow per-session cookies
- MS Internet Explorer 6:
Tools - Internet Options - Privacy - Advanced - Override automatic cookie handling - FIRST PARTY COOKIES / THIRD PARTY COOKIES: always allow session cookies.